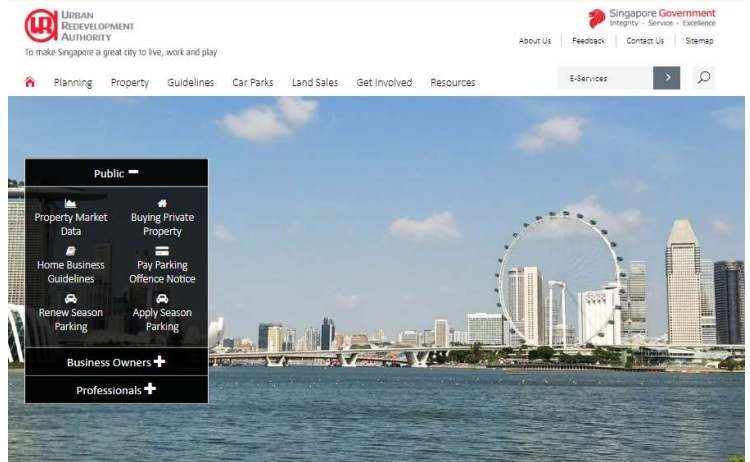


Guide to Submit Audited Accounts and Auditor's Certification

STEP 1 of 12

Go to www.ura.gov.sg

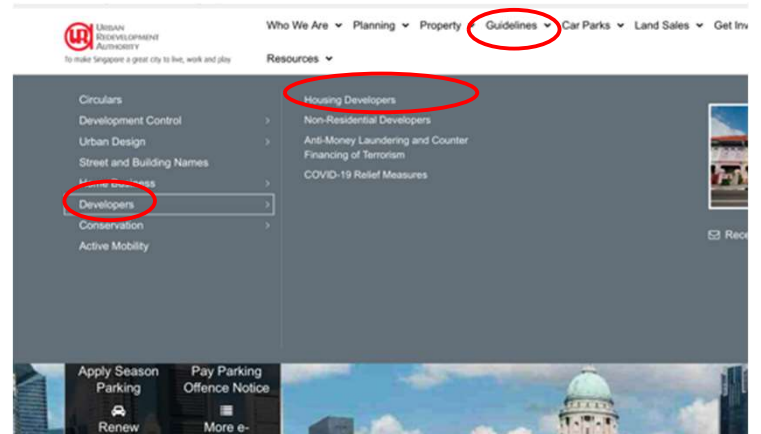
Sample Screenshots



STEP 2 of 12

- ☞ Mouse over to "Guidelines"
- ☞ Mouse over to "Developers"
- ☞ Click on "Housing Developers"

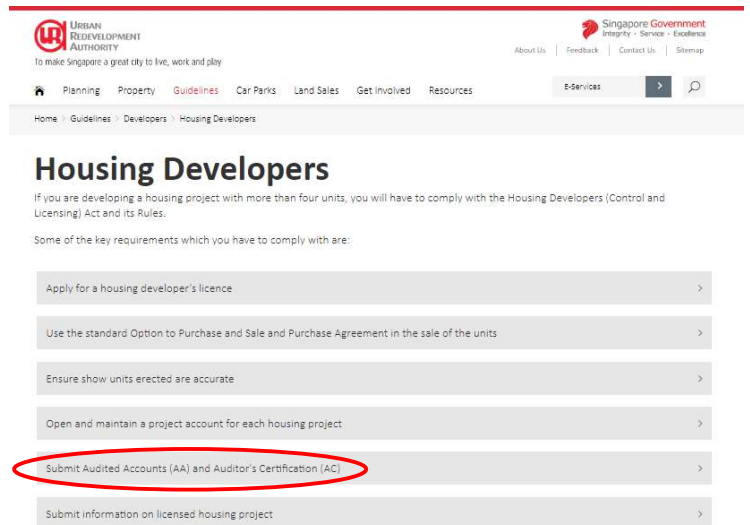
Sample Screenshots



STEP 3 of 12

- ☞ Click on "Submit Audited Accounts (AA) and Auditor's Certification (AC)" to expand the section.

Sample Screenshots



Guide to Submit Audited Accounts and Auditor's Certification

STEP 4 of 12

- Click on the link at the "both the AA and AC" to access the eService page to submit the AA and AC.

Sample Screenshots

Some of the key requirements which you have to comply with are:

Apply for a housing developer's licence	>
Use the standard Option to Purchase and Sale and Purchase Agreement in the sale of the units	>
Ensure show units erected are accurate	>
Open and maintain a project account for each housing project	>
Submit Audited Accounts (AA) and Auditor's Certification (AC)	▼
You are required to submit both the AA and AC, with the completed excel file on the selected financial data from the AA, within 6 months after the close of the financial year.	
If you wish to apply for extension of time to submit the AA and AC, please click here .	
The user guide to the eService is available here .	
Submit information on licensed housing project	>

STEP 5 of 12

- Read the "Information to all developers" before proceeding.
- Enter the housing developer's licence number for the project in the box.
- Click "Next" to proceed with the login via Singpass.

Sample Screenshots

Submission of Audited Accounts and Auditor's Certification

Submission of Audited Accounts and Auditor's Certification required under Section 10 of the Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules

Information to all developers

- You may refer to the "Guide on Submission of Audited Accounts and Auditor's Certification" on the submission process.
- Before proceeding to use this eService, please ensure that you have:
 - The audited accounts and auditor's certification for the financial year ready; and
 - The completed excel file; and
 - Read the terms and conditions of this eService.
- To use this e-Service, you need to log in with Singpass.
- Time to complete the submission is approximately 10 minutes.

Enter the housing developer's licence number:

Next

STEP 6 of 12

- Click on the "For Business users" logo to go to Singpass login page

Sample Screenshots

Submission of Audited Accounts and Auditor's Certification

Submission of Audited Accounts and Auditor's Certification required under Section 10 of the Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules

Information to all developers

- You may refer to the "Guide on Submission of Audited Accounts and Auditor's Certification" on the submission process.
- Before proceeding to use this eService, please ensure that you have:
 - The audited accounts and auditor's certification for the financial year ready; and
 - The completed excel file; and
 - Read the terms and conditions of this eService.
- To use this e-Service, you need to log in with Singpass.
- Time to complete the submission is approximately 10 minutes.

Enter the housing developer's licence number:

Next

To use this e-Service, you need to log in with Singpass.

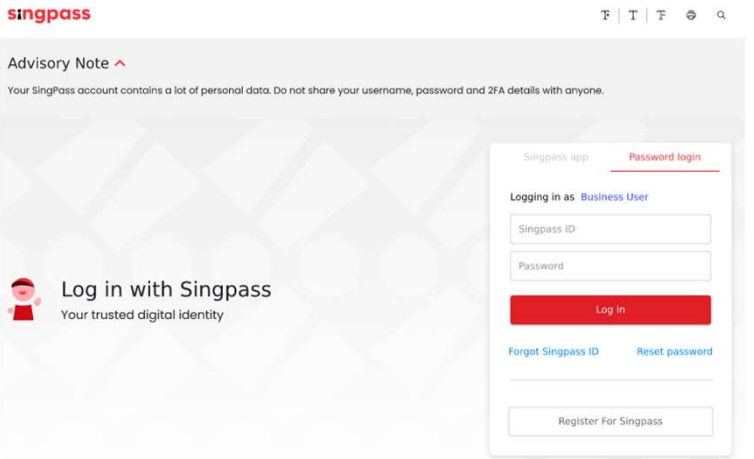
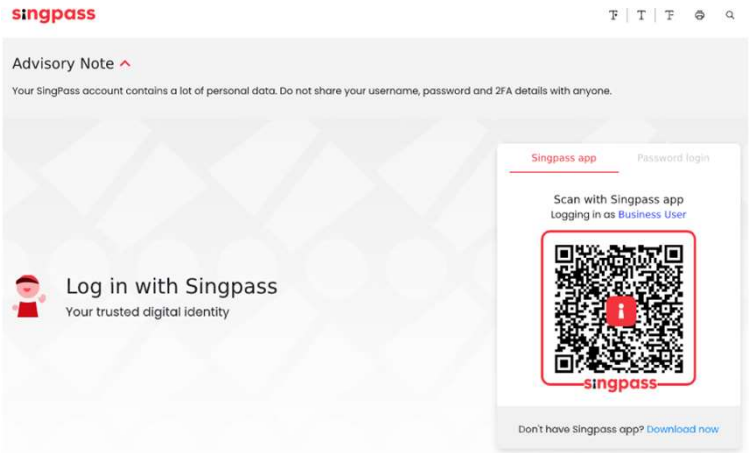
For Business users

Guide to Submit Audited Accounts and Auditor's Certification

STEP 7 of 12

You can choose to login via Singpass App or Password log in to proceed.

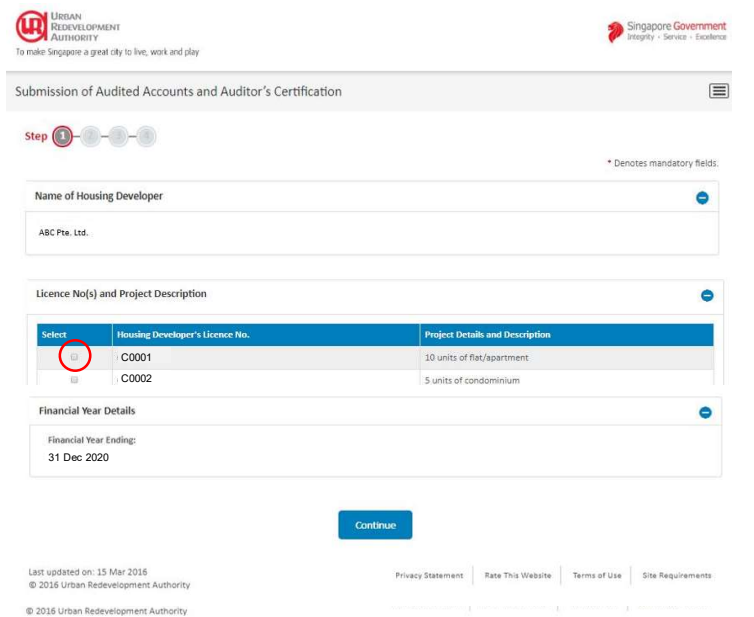
Sample Screenshots



STEP 8 of 12

- ☞ Name of Housing Developer will be shown.
- ☞ Check the relevant box (next to the Housing Developer's Licence No.) which you are submitting the AA and AC for.
- ☞ Click "continue".

Sample Screenshots



Guide to Submit Audited Accounts and Auditor's Certification

STEP 9 of 12

- Click on "upload" to attach the Audited Accounts and Auditor's Certification.
[Note: Only PDF files are accepted.]
- Click on "upload" to attach the excel file containing selected data from the Audited Accounts.
[Note: Only excel file format based on the standard template sent to developers is accepted.]
- Fill in details of the location where the AA and AC are made available. To input the details, click the box next to the category for the text box to appear. Fill in the text box.
- Use the calendar icon to indicate the date when AA and AC are made available.
- Fill in the required information under the "Declaration" section.
- Click "Next" to proceed.

Sample Screenshots

The screenshot shows a web form titled "Submission of Audited Accounts and Auditor's Certification" from the Urban Redevelopment Authority. The form is divided into several sections:

- Audited Accounts and Auditor's Certification:** Contains two upload fields. The first is for "Audited Accounts and Auditor's Certification" (PDF) and the second is for the "Excel Template" (Excel). Both fields show "0% of 30 MB used". A note states: "Please note that the size of all files attached must not exceed 30MB."
- Details of location where Audited Accounts and Auditor's Report are made available:** Includes checkboxes for "Registered Address", "Principal Place of Business", and "Website". A "Date Made Available" field is set to "08-May-2019" with a calendar icon circled in red.
- Declaration:** Contains a declaration statement and a "Submission of Audited Accounts and Auditor's Certification" section. The "Name of Housing Developer" is "ABC Pte. Ltd.". Other fields include "Name of Authorised Person", "Position Held" (set to "Director"), "Email Address", "Telephone Number", and "Date" (set to "25-Feb-2019").

At the bottom of the form are "Back" and "Next" buttons.

Guide to Submit Audited Accounts and Auditor's Certification

STEP 10 of 12

- Check that all the information in this summary page is correct before you click the "Submit" button to submit the AA, AC and excel file.

Sample Screenshots

The screenshot shows the 'Submission of Audited Accounts and Auditor's Certification' page. At the top, it features the URA logo and the Singapore Government logo. The page title is 'Submission of Audited Accounts and Auditor's Certification'. Below the title, there is a progress indicator showing 'Step 10' of 12. The main content area is titled 'Summary of Application' and contains the following information:

- Name of Licensed Housing Developer: ABC Pte. Ltd.
- License No(s) and Project Description:

Housing Developer's License No.	Project Details and Description
C0001	10 units of flat/apartment
- Financial Year Details:
 - Year Ending: 31-Dec-2020
- Audited Accounts / Auditor's Certification:

S/No	File(s) Attached
1	ABC Pte. Ltd. - AA.pdf
2	ABC Pte. Ltd. - AC.pdf
3	ABC Pte. Ltd. - Excel.xlsx
- Place(s) where Audited Accounts and Auditor's Certification were made available:

Registered Address:	Principal Place of Business:
45 Maxwell Road Singapore 069118	45 Maxwell Road Singapore 069118
Website:	Date Made Available:
www.ura.gov.sg/aaac/submission	30-Jun-2021

Below the summary, there is a 'Declaration' section. It states that the licensed housing developer hereby declares as follows:

- The information and particulars given in this submission are true and correct;
- Copies of documents submitted in this service are true copies of the original documents;
- We shall be bound by the terms and conditions of this service.

The section also includes a 'Submission of Audited Accounts and/or Auditor's Certification' section, which states that the licensed housing developer hereby submits the Audited Accounts and Auditor's Certification required under Section 3D of Housing Developers (Control and Licensing) Act and referred to in Rule 12 of Housing Developers (Project Account) Rules. The submission and declaration are made on behalf of the licensed housing developer by an authorised person holding a responsible position* in the licensed housing developer.

Particulars of licensed housing developer and the authorised person:

Name of Housing Developer:	ABC Pte. Ltd.
Name of Authorised Person:	ABC XXX 123
Position Held:	Director
Email Address:	X1ABABC.com.sg
Telephone Number:	61234567
Date:	30 - Jun - 2021

*A person holding a "responsible position" under section 2 of the Act, in the case of a company, means a director, manager or company secretary of the company.

Please ensure that the information provided is correct before proceeding to submit.

At the bottom of the page, there are two buttons: 'Back' and 'Submit'.

Guide to Submit Audited Accounts and Auditor's Certification

STEP 11 of 12

- AA and AC is successfully submitted.
- You may print a copy of the acknowledgement for your retention by clicking the "Print" button at the end of this page.

Sample Screenshots

UR URBAN REDEVELOPMENT AUTHORITY
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Singapore Government
Energy Service Excellence

Submission of Audited Accounts and Auditor's Certification

Step 1 2 3 4 5

We have received your submission.

Submitted Time: 30-Jun-2021 10:50
Reference Number: AACS10000061

Summary of Application

Name of Licensed Housing Developer: ABC Pte. Ltd.

License No(s) and Project Description:

Housing Developer's License No.	Project Details and Description
CD001	10 units of 2-Bedroom

Financial Year Details:

Year Ending: 31-Dec-2020

Audited Accounts / Auditor's Certification:

S/No	File(s) Attached
1	ABC Pte. Ltd. -- AA.pdf
2	ABC Pte. Ltd. -- AC.pdf
3	ABC Pte. Ltd. -- Excel.xlsx

Place(s) where Audited Accounts and Auditor's Certification were made available:

Registered Address:	Principle Place of Business:
45 Maxwell Road Singapore 069118	45 Maxwell Road Singapore 069118
Website:	Date Made Available:
www.ura.gov.sg/aaacs/submission	30-Jun-2021

Declaration

The licensed housing developer hereby declares as follows:

- the information and particulars given in this submission are true and correct;
- copies of documents submitted in this e-service are true copies of the original documents;
- we shall be bound by the terms and conditions of this e-service.

Submission of Audited Accounts and Auditor's Certification

The licensed housing developer hereby submits the Audited Accounts and Auditor's Certification required under Section 10 of Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules.

The submission and declaration are made on behalf of the licensed housing developer by an authorised person holding a responsible position* in the licensed housing developer:

Particulars of licensed housing developer and the authorised person:

Name of Housing Developer:	ABC Pte. Ltd.
Name of Authorised Person:	ABC XXX 123
Position Held:	Director
Email Address:	X1A@ABC.com.sg
Telephone Number:	61234567
Date:	30 - Jun - 2021

*A person holding a "responsible position" under section 2 of the Act, in the case of a company, means a director, manager or company secretary of the company.

[Print](#) [Rate this e-Service](#)

Guide to Submit Audited Accounts and Auditor's Certification

STEP 12 of 12

Sample Screenshots

- ☞ The acknowledgement of submission of AA and AC is shown in the print preview pop up window.
- ☞ To print a copy of the acknowledgement, select your desired printer.
- ☞ Click on "Print" button.

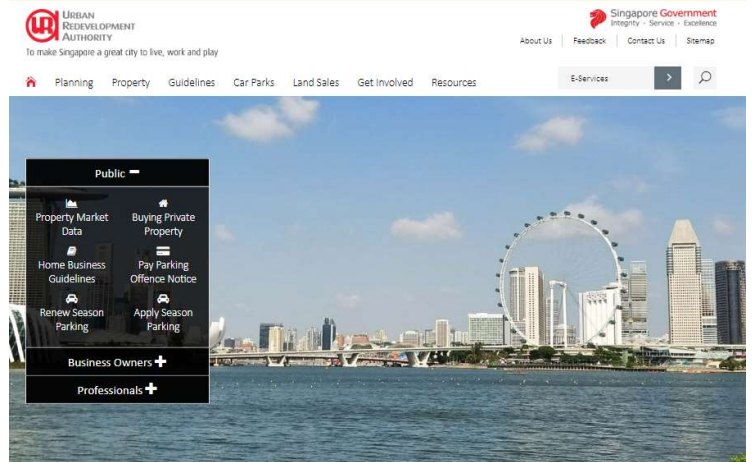
The image shows a print dialog box on the left and a submission form on the right. The print dialog box has the following fields: 'Printer' (set to 'Microsoft Print to PDF'), 'Copies' (set to '1'), 'Layout' (radio buttons for 'Portrait' and 'Landscape'), 'Pages' (radio buttons for 'All' and a text input 'e.g. 1-5, 8, 11-13'), 'Color' (set to 'Color'), and a 'Print' button. The submission form on the right includes the URA logo, 'Submission of AA and AC', a 'We' checkbox, and fields for 'Name of Licensed Person', 'Licence No(s) and Housing Development Code', 'Financial Year Details', and 'Year Ending: 31-'. The 'Print' button in the dialog box is highlighted with a red box.

Guide to Apply For Extension to Submit AA and AC

STEP 1 of 12

Go to www.ura.gov.sg

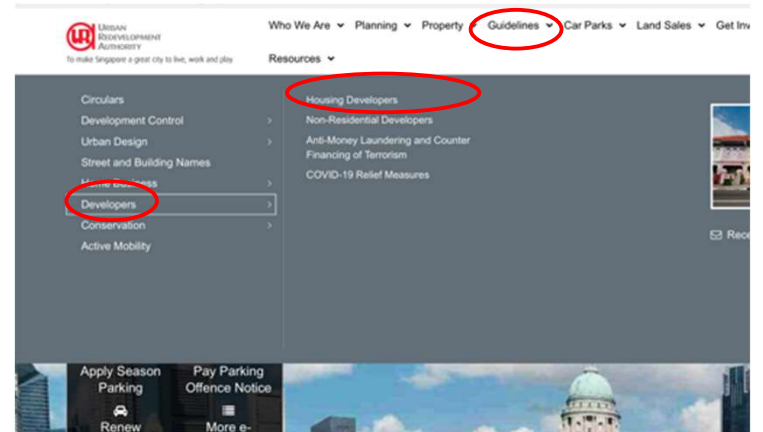
Sample Screenshots



STEP 2 of 12

- ☞ Mouse over to "Guidelines"
- ☞ Mouse over to "Developers"
- ☞ Click on "Housing Developers"

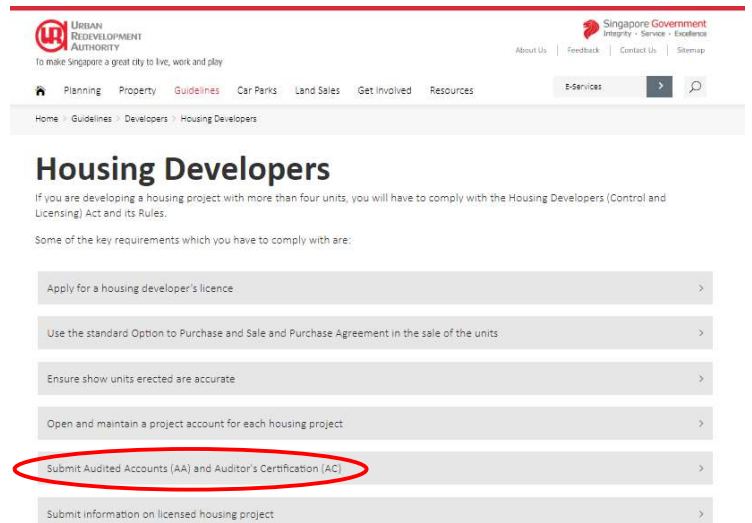
Sample Screenshots



STEP 3 of 12

- ☞ Click on "Submit Audited Accounts (AA) and Auditor's Certification (AC)" to expand the section.

Sample Screenshots



Guide to Apply For Extension to Submit AA and AC

STEP 4 of 12

- Click on the "here" to enter the eService page to apply for extension to submit the AA and AC.

Sample Screenshots

Some of the key requirements which you have to comply with are:

- Apply for a housing developer's licence >
- Use the standard Option to Purchase and Sale and Purchase Agreement in the sale of the units >
- Ensure show units erected are accurate >
- Open and maintain a project account for each housing project >
- Submit Audited Accounts (AA) and Auditor's Certification (AC) v

You are required to submit **both the AA and AC**, with the completed **excel file** on the selected financial data from the AA, within 6 months after the close of the financial year.

If you wish to apply for extension of time to submit the AA and AC, please [click here](#).

The user guide to the eService is available [here](#).

- Submit information on licensed housing project >

STEP 5 of 12

- Please read the "Information to all developers" before proceeding.
- Enter the housing developer's licence number for the project in the box.
- Click on "Next" to proceed with the login via Singpass

Sample Screenshots

URBAN REDEVELOPMENT AUTHORITY

Application for extension of time to submit Audited Accounts and Auditor's Certification

Application for extension of time to submit Audited Accounts and Auditor's Certification required under Section 10 of the Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules

Information to all developers

1. You may refer to the "Guide on Application for extension of time to submit Audited Accounts and Auditor's Certification" on the application process.
2. Before proceeding to use this e-service, please ensure that you have read the terms and conditions of this e-service.
3. To use this e-Service, you need to log in with Singpass.
4. Time to complete the application is approximately 10 minutes.

[Read less](#)

Housing Developer's Licence : *

[Next](#)

STEP 6 of 12

- Click on the "For Business users" logo to go to Singpass login page

Sample Screenshots

URBAN REDEVELOPMENT AUTHORITY

Application for extension of time to submit Audited Accounts and Auditor's Certification

Application for extension of time to submit Audited Accounts and Auditor's Certification required under Section 10 of the Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules

Information to all developers

1. You may refer to the "Guide on Application for extension of time to submit Audited Accounts and Auditor's Certification" on the application process.
2. Before proceeding to use this e-service, please ensure that you have read the terms and conditions of this e-service.
3. To use this e-Service, you need to log in with Singpass.
4. Time to complete the application is approximately 10 minutes.

[Read less](#)

Housing Developer's Licence : *

[Next](#)

To use this e-Service, you need to log in with Singpass.

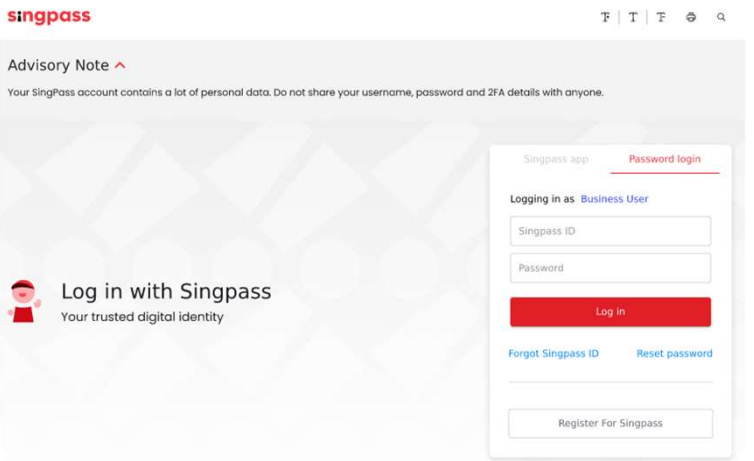
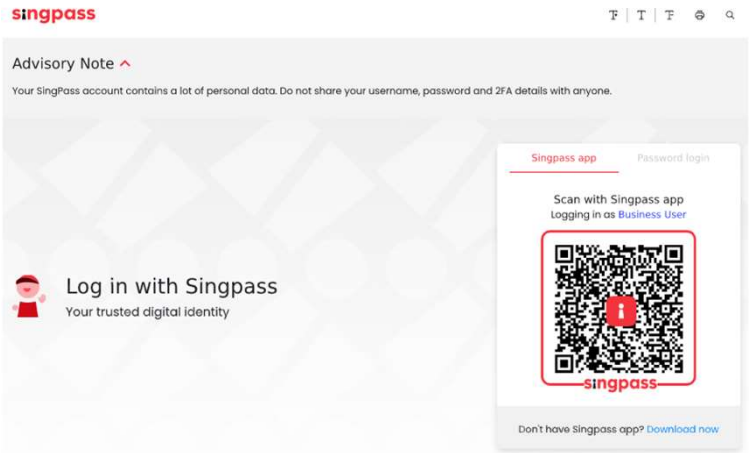
[For Business users](#)

Guide to Apply For Extension to Submit AA and AC

STEP 7 of 12

You can choose to login via Singpass App or Password log in to proceed.

Sample Screenshots



STEP 8 of 12

Check the relevant box (next to the Housing Developer's Licence) which you are applying for extension of time to submit AA and AC.

Click "continue".

Sample Screenshots

The screenshot shows the application form for extension of time to submit Audited Accounts and Auditor's Certification. The form is titled "Application for extension of time to submit Audited Accounts and Auditor's Certification". It includes a progress indicator showing Step 1 of 5. The form has two main sections: "Name of Housing Developer" and "Licence No(s) and Project Description".

The "Name of Housing Developer" section contains a text input field with the value "ABC Pte. Ltd." and a dropdown arrow.

The "Licence No(s) and Project Description" section contains a table with the following data:

Select	Housing Developer's Licence No.	Project Details and Description
<input type="checkbox"/>	C0001	10 units of flat/apartment
<input checked="" type="checkbox"/>	C0002	5 units of condominium

At the bottom of the form, there is a "Continue" button.

Guide to Apply For Extension to Submit AA and AC

STEP 9 of 12

- ☞ Check the financial year ending date.
- ☞ Select the required extension date from the calendar icon on the right.
- ☞ Key in the reason for extension.
- ☞ Fill in the required information under the "Declaration" section.
- ☞ Click "Next" to proceed.

Sample Screenshots

The screenshot shows the 'Application for extension of time to submit Audited Accounts and Auditor's Certification' form. The form is divided into two main sections: 'Financial Year Details' and 'Declaration'. In the 'Financial Year Details' section, the 'Financial Year Ending' is set to '13-May-2018'. The 'Requested Extension : (maximum 6 months from deadline) *' field is empty, and a calendar icon is circled in red. The 'Reason for Extension : *' field is a large text area. The 'Declaration' section contains a declaration statement and a form for providing details of the housing developer and authorized person. The 'Name of Housing Developer' is 'ABC Pte. Ltd.'. The 'Name of Authorised Person : *' field is empty. The 'Position Held : *' dropdown menu is set to 'Director'. The 'Email Address : *', 'Telephone Number', and 'Date' fields are also empty. The 'Date' field is pre-filled with '25-Feb-2019'. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the page includes the text 'Last updated on: 15 Mar 2016 © 2016 Urban Redevelopment Authority' and links for 'Privacy Statement', 'Rate This Website', 'Terms of Use', and 'Site Requirements'.

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Application for extension of time to submit Audited Accounts and Auditor's Certification

Step 1 2 3 4

Financial Year Details

Select the requested date of extension which shall not be later than 12 months from the 'Financial Year Ending' as indicated. Please note that only one extension is allowed.

Financial Year Ending: 13-May-2018

Requested Extension : (maximum 6 months from deadline) *

Reason for Extension : *

Reason for extension should be limited to 500 characters.

Declaration

The licensed housing developer hereby declares as follows:
a. the information and particulars given in this application are true and correct;
b. we shall be bound by the terms and conditions of this eservice.

Application for extension of time to submit Audited Accounts and Auditor's Certification

The licensed housing developer hereby applies for an extension of time to submit the Audited Accounts and Auditor's Certification required under Section 10 of Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules.

The application and declaration are made on behalf of the licensed housing developer by an authorised person holding a responsible position* in the licensed housing developer.

Particulars of licensed housing developer and the authorised person:

Name of Housing Developer: ABC Pte. Ltd.

Name of Authorised Person : *

Position Held : * Director

Email Address : *

Telephone Number:

Date: 25-Feb-2019

*A person holding a "responsible position" under section 2 of the Act, in the case of a company, means a director, manager or company secretary of the company.

Back Next

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Guide to Apply For Extension to Submit AA and AC

STEP 10 of 12

Check that all the information in this summary page is correct before you click the "Submit" button to request for the extension.

Sample Screenshots

The screenshot shows a web application interface for the Urban Redevelopment Authority (URA). The page title is "Application for extension of time to submit Audited Accounts and Auditor's Certification". It features a progress indicator with four steps, where the third step is active. The main content is divided into two sections: "Summary of Application" and "Declaration".

Summary of Application

Name of Licensed Housing Developer : ABC Pte. Ltd.	Housing Developer's Licence No.: C0001
Financial Year Ending: 13-May-2018	Requested Extension Date: 27-Feb-2019
Reason for Extension: [Reason for not being able to submit on time]	

Declaration

The licensed housing developer hereby declares as follows:

- the information and particulars given in this application are true and correct;
- we shall be bound by the terms and conditions of this service.

Application for extension of time to submit Audited Accounts and Auditor's Certification

The licensed housing developer hereby applies for an extension of time to submit the Audited Accounts and Auditor's Certification required under Section 10 of Housing Developers (Control & Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules:

The application and declaration are made on behalf of the licensed housing developer by an authorised person holding a responsible position* in the licensed housing developer.

Particulars of licensed housing developer and the authorised person:

Name of Housing Developer:	ABC Pte. Ltd.
Name of Authorised Person:	ABC XXX 123
Position Held:	Director
Email Address:	X1A@ABC.com.sg
Telephone Number:	61234567
Date:	27 - Feb - 2019

*A person holding a "responsible position" under section 2 of the Act, in the case of a company, means a director, manager or company secretary of the company.

Please ensure that the information provided is correct before you proceed to submit the application.

[Back](#) [Submit](#)

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Guide to Apply For Extension to Submit AA and AC

STEP 11 of 12

- Application for extension of time to submit AA and AC is successfully submitted.
- You may print a copy of the application for your reference by clicking on the "Print" button at the end of this page.

Sample Screenshots

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To make Singapore a great city to live, work and play

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Application for extension of time to submit Audited Accounts and Auditor's Certification

Step 1 2 3 4

We have received your application.

Submitted Time: 25-Feb-2019 11:02
Reference Number: AACE100000062

Points to note:

- Please note that successful submission of the application does not imply that you will be granted an extension. We will inform you on the outcome of your application within 7 working days.
- If you need to contact us, please email to ura_coh_registry@ura.gov.sg

Summary of Application

Name of Licensed Housing Developer: ABC Pte. Ltd.	Housing Developer's Licence No.: C0001
Financial Year Ending: 13-May-2018	Requested Extension Date: 27-Feb-2019

Reason for Extension:
[Reason for being able to submit on time]

Declaration

The licensed housing developer hereby declares as follows:
a. the information and particulars given in this application are true and correct;
b. we shall be bound by the terms and conditions of this e-service.

Application for extension of time to submit Audited Accounts and Auditor's Certification

The licensed housing developer hereby applies for an extension of time to submit the Audited Accounts and Auditor's Certification required under Section 10 of Housing Developers (Control and Licensing) Act and referred to in Rule 12 of the Housing Developers (Project Account) Rules.

The application and declaration are made on behalf of the licensed housing developer by an authorised person holding a responsible position* in the licensed housing developer.

Particulars of licensed housing developer and the authorised person:

Name of Housing Developer:	ABC Pte. Ltd.
Name of Authorised Person:	ABC XXX 123
Position Held:	Director
Email Address:	X1A@ABC.com.sg
Telephone Number:	61234567
Date:	27 - Feb - 2019

*A person holding a "responsible position" under section 2 of the Act, in the case of a company, means a director, manager or company secretary of the company.

[Print](#) [Rate this e-Service](#)

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Guide to Apply For Extension to Submit AA and AC

STEP 12 of 12

Sample Screenshots

- 🔗 The acknowledgement for the application for extension of time to submit AA and AC is shown in the print preview pop up window.
- 🔗 To print a copy of the acknowledgement, select your desired printer.
- 🔗 Click on "Print" button.

The screenshot shows a print dialog box on the left and a document preview on the right. The print dialog box has the following fields and options:

- Print** (Title)
- Total: 2 sheets of paper
- Printer**: Microsoft Print to PDF (highlighted with a red box)
- Copies**: 1
- Layout**: Portrait (selected), Landscape
- Pages**: All (selected), e.g. 1-5, 8, 11-13
- Color**: Color (selected)
- [More settings](#)
- [Print using system dialog \(Ctrl+Shift+P\)](#)
- Print** (button, highlighted with a red box) and **Cancel** (button)

The document preview on the right shows the following content:

- A Singapore Government Agency logo
- URBAN REDEVELOPMENT AUTHORITY logo
- Application for extension of time to submit AA and AC
- Certification
- A checkmark icon and the text "We have received your application for extension of time to submit AA and AC."
- Points to note:**
 - Please note that the outcome of your application is subject to the availability of resources.
 - If you need to contact us, please email us at [aa@ura.gov.sg](#) or [ac@ura.gov.sg](#).
- Summary of Application**
- Name of Licensed Householder